

# EQUAL EMPLOYMENT OPPORTUNITY POLICY

PAC Worldwide "PAC" is a federal contractor subject to Executive Order 11246, Section 4212 of the Vietnam Era Veterans' Readjustment Assistance Act of 1974, as amended ("VEVRAA") and Section 503 of the Rehabilitation Act of 1973, as amended ("Section 503"). As such, PAC is committed to taking affirmative steps to promote the employment and advancement of minorities, women, persons with disabilities, and protected veterans. PAC has developed and implemented Affirmative Action programs to further support its commitment to the principle of equal employment opportunity. PAC provides reasonable accommodation to the known physical or mental limitations of an otherwise qualified employee or applicant for employment, unless the accommodation would impose undue hardship on the operation of the company's business.

To implement these policies, PAC Worldwide will continue to:

1. Recruit, hire, train, and promote persons in all job classifications without regard to race, color, religion, sex, national origin, age, or otherwise qualified disabled or veteran status. PAC Worldwide does not discriminate on the basis of national origin or citizenship status as provided under the Immigration Reform and Control Act of 1986;
2. Base decision on employment so as to further the principle of equal employment opportunity;
3. Insure that promotion decisions are in accord with the principles of equal employment opportunity by imposing only valid requirements for promotional opportunities; and
4. Insure that all personnel actions (including but not limited to compensation, benefits, transfers, layoffs, return from layoffs, company-sponsored training, education, tuition assistance, social and recreational programs) are administered without regard to race, color, religion, sex, national origin, age, otherwise qualified disabled or veteran status.

Diane Toomey, Director of Human Resources, has been designated EEO Coordinator and is responsible for compliance with state and federal equal employment opportunity laws, and for implementing the affirmative action program, including equal employment practices, monitoring, and internal reporting. Employees believing they have not been treated in accord with this policy are encouraged to contact Diane Toomey, Director of Human Resources.

PAC Worldwide maintains and annually updates a written Affirmative Action Plan. Employees who wish to view this plan should contact Diane Toomey in the Redmond, Washington Corporate Office or Angela Sherrick in Middletown, Ohio to schedule an appointment during normal business hours.

The continued success of our Affirmative Action Program requires maximum cooperation from every employee throughout our organization. Equal employment opportunity is not only the law, but it is a principle of PAC Worldwide. Your cooperation is expected to achieve this goal and we personally stand behind this principle.



Jim Boshaw, President

Date: October 26, 2017

## NOTICE TO APPLICANTS AND EMPLOYEES

PAC Worldwide maintains affirmative action programs to promote the employment opportunities of individuals with disabilities disabled veterans and protected veterans. Jim Boshaw, President and CEO supports PAC Worldwide's Equal Employment Opportunity Policy and its Affirmative Action Program. Employees and applicants may request a review of appropriate portions of the Company's Affirmative Action Program through the Human Resource department during business hours.

If you are either an individual with a disability, disabled veteran or a protected veteran and would like to be considered under these programs, please let your immediate supervisor or manager know. Although giving this information is voluntary, such a disclosure by you will enable the Company to further assist you in an appropriate manner concerning your employment. Be assured that your willingness to provide such information will in no way result in adverse treatment. Information obtained concerning employees will be kept confidential, except that (1) supervisors and managers may be informed regarding restrictions on the work or duties of disabled employees and disabled veterans and regarding necessary accommodations, and (2) human resource/and or safety personnel may be informed, when and to the extent appropriate, if a disability might require emergency treatment.



Jim Boshaw, President

Date: October 26, 2017